

APPENDIX B

FORMAT FOR REQUEST FOR USE OF FACILITIES

NOTES:

1. This is the required format for all Training and Range requests. All requested information **MUST** be completed or listed as "NA" if not applicable.
2. Requests must be received NLT 60 days prior to requested training dates. Requests received after this suspense may be returned without action.
3. On-Line scheduling is **NOT** currently available. This form may be downloaded and completed. Copy can be faxed to the Fort A.P. Hill scheduler: DSN 578-8406/COMM 804-633-8406.
4. FAPH Regulation 350-1 is supplemented by FAPH Regulation 350-2, which covers all **Live Fire** Range information.
5. Signature authority for requests (if given) must be carefully delegated by unit commanders to insure that the commander's training objectives are accurately reflected by the requested ranges/facilities.
6. Range certification required (briefing/test) for OIC/RSO on ranges.

MEMORANDUM FOR Commander, 18902 A. P. Hill Drive, Fort A. P. Hill, ATTN: ANAP-OP, VA 22427-3106

SUBJECT: Training Facilities/Support Request (All spaces must be completed or be annotated as NA. Incomplete requests may be returned without action)

DATE SUBMITTED (UNIT): _____

DATE RECEIVED (DPTMS Ft AP Hill): _____

1. Request that training facilities/ranges be provided as follows:

a. Unit information:

UNIT ACTIVITY or DESIGNATION	UNIT ADDRESS	UNIT POC NAME/RANK	UNIT PHONE (DSN and COMMERCIAL)	UIC	Component (ARNG, AC, etc.)

b. Dates and time of arrival and departure:

Element	Arrival Time/Date	Departure Time/Date
Advance Party		
Main Body		
Rear Detachment		

c. Unit Training Strength:

Officers	Warrant Officers	Enlisted	Civilian	Remarks

d. Live Fire-Range Facility Requests. (See A. P. Hill Reg 350-2)

(1) Schedule of activity:

Facility Requested*	Training Event	Date	Start Time	End Time	Weapon	Ammo Type	Ammo Qty.	Number of Personnel

***Note:** For clarity insure requests list name/number/type. (i.e.: Demo Site 76, Range 34, or Firing Point 39, etc.)

(2) Special Targetry/Assistance:

Request special targetry or assistance (yes/no)	
Describe details and location:	

(3) Demolitions training:

Nature of Demo Training (purpose, such as steel cutting, etc.)	
Maximum Poundage Requested Per Shot (See 350-2 for Shot Plan requirements and shot limitations)	
Remarks: (identify any non-standard requests)	

(4) Miscellaneous:

Nonstandard Range Requests: Brief Description: (Indirect Fire Fans and Surface Danger Zones required by Range Control prior to training. (See AR 385-63 for SDZ guidance)	
Requesting Bivouac on Range: Dates and Locations Requested:	
Summary of Medical Assets Unit Will Have On Site During This Period.	

(5) Range facility requests requiring overlays will be conditionally approved pending receipt and approval of overlays (see note regarding advance party coordination requirements). Requirements per FAPH REG 350-2 and AR 385-63.

(6) Portable Latrines or Grey Water Tanks (specify):

Number Required:	
GRID Locations:	
Dates Required:	

e. Training area/facility (Non-LFX) requirements. (See Appendix B, FAPH REG 350-1):

Training Area or Facility	Bivouac Coordinates	Type of Training	Date/Time to Occupy	Date/Time to Clear	Number of Personnel	Pyrotechnic Use Planned?

f. Aviation requirements: (See APH Memorandum (Reg) 95-1 and Appendix C of FAPH REG 350-1)

Subject	Unit Data
Date/Time of Use	
PZ/LZ Locations Requested	
Type and Number of Aircraft	
FTA Requested (LIST)	
Airfield/Heliport Requested	
Unit Providing Aviation Support (Include Operations POC/Phone)	

g. Airborne Operations. *SOP for DZ must be picked up from TSD, Bldg. #PO1252 prior to use. (See paragraph 4-20, FAPH REG 350-1)

Subject	Unit Data
Type and Number of Aircraft	
Altitude of Jump	
Number of Jumpers/Equipment Drop?	
Name of DZSO/Phone Number	
Frequencies to be Used	
Date/Time of Jump. (Note: Risk Assessment must be approved by TSD prior to jump)	

h. Training aids/devices and audiovisual equipment. (See paragraph 3-8 and 4-23, FAPH REG 350-1):

Equipment Required	Pickup Date	Return Date	Remarks.

i. Overlays. (For requirements, see paragraph 4-7, FAPH REG 350-1)

2. Request the following logistical support:

a. Campsite Requirements. (See paragraph 5-15 and Appendix D, FAPH REG 350-1).

(1) Number of officers to be billeted	
(2) Number of EM (males) to be billeted	
(3) Number of EW (females) to be billeted	
(4) Dining facility required	
(5) Arms room required	
(6) Maintenance area required	
(7) Campsite Requested (First Choice)	
(8) Campsite Requested (Second Choice)	

b. Ammunition: (Paragraph 3-4 & 5-7, FAPH REG 350-1 for forecast & request procedures.)

c. POL (See paragraph 3-13 and 5-6, FAPH REG 350-1).

	MOGAS	DIESEL	JP8
Number of Gallons:			

d. Subsistence. (See paragraph 3-8 and 5-4, FAPH REG 350-1).

e. Vehicle Support. Limited assets are on an “as available” basis:

Type Vehicle Required:	Number Required	Remarks:

f. Visiting Officer Quarters (VOQ) and Distinguished Visitor Quarters (DVQ). (See paragraph 11-11, FAPH REG 350-1).

Required? Yes/No:	Rank/Admin. Details:	Dates:

g. Communications Support: (See Chapter 7, FAPH REG 350-1).

Subject:	Data:
Radio Frequencies: List number, type, and range of frequencies requested.	
Telephone Requirements: List # of lines and Class. Give Bldg #/location.	
Network/E mail Requirements	
FAX Support Requested (number and locations):	
Copiers (number and locations):	

h. Law Enforcement/Security Requirements:

SUBJECT	DATA
Convoy Information: number/types of vehicles.	
Aircraft: number and time of arrival and departure.	
Classified Material/Equipment: Type/Location on FAPH	
Special Requirements: Convoy escort/Security Requirements	
Necessity of Ammunition Storage in FAPH Ammunition Supply Point/ Ammunition Holding Pins (Type/ Quantity)	

i. Funding Documentation. (See paragraph 9-3, FAPH REG 350-1).

3. Alternate Unit POC to contact if primary POC is not available:

Name:	
Rank:	
Phone:	

Signature Block